



*"People
helping people
help
themselves"*

Mitchell E. Daniels, Jr., Governor
State of Indiana

Indiana Family and Social Services Administration

402 W. WASHINGTON STREET, P.O. BOX 7083
INDIANAPOLIS, IN 46207-7083

E. Mitchell Roob Jr., Secretary

June 3, 2005

Dear CCDF Child Care Provider,

As you may be aware, the CCDF provider standard defining supervision as "within sight and sound at all times" (470 IAC 3-18-1(23)) has been voided by the Indiana General Assembly. Therefore, this letter serves to provide guidance as to what is meant by the standard of continual supervision found in Indiana Code 12-17.2-3.5-5.5. To ensure the safety of children in child care settings that accept CCDF vouchers, and for the protection of Indiana's providers, continuous supervision will be defined as follows.

- Caregivers shall supervise children by sight **or** sound at all times. Sound monitors alone shall not be considered as an acceptable means of supervision.
- Children shall remain on the same floor of the facility as the caregiver.
- During mealtimes, children shall remain in the caregiver's line of sight.
- Children shall not be left alone either inside or outside. With the written permission of parents, school age children (grade one and above) may be allowed to participate in activities outside the direct supervision of a caregiver. These activities must occur **on the premise** of the child care home. The caregiver must physically check such children every 15 minutes.
- Children who are able to toilet independently, including fastening and unfastening clothing, wiping themselves, flushing the toilet, and washing their hands, may use a bathroom for a short period of time without direct adult supervision.
- Children may sleep outside of the provider's direct line of vision as long as the following conditions are met:
 1. Children remain on the same floor of the home as the provider. Provider's children may sleep in their own beds.
 2. The doors to the rooms where children are sleeping remain open.
 3. Periodically, sleeping children shall be visually monitored and checked to insure they are breathing normally. Children under 15 months of age should be checked approximately every 15 minutes.

In addition, the agency provides the following guidance on safe sleep practices. To reduce the possibility of Sudden Infant Death Syndrome, children age 12 months or younger must be placed on their backs to sleep, unless the caregiver receives a written waiver of this requirement from a health care provider. Infants must sleep in a safe crib or port-a-crib. The following are the current safety guidelines for cribs and port-a-cribs.

- The slats of the crib can be no more than 2 3/8 inches apart.
- Mattresses must fit snugly with no more than one inch between the mattress and the side of the crib.
- The sides of the crib must be locked in the raised position while babies are sleeping.
- Never put anything soft, such as pillows, thick blankets, comforters, stuffed animals, or sheepskins in the crib with a sleeping baby. If a light blanket is used, it should be securely tucked in at the foot of the crib and reach only as far as the infant's chest.

Finally, sleeping infants should never be placed on an adult bed, sleeping bag, sofa, pillows, or thick blanket.

The safety and well being of Indiana's children are the top priority for all of us. Thank you for your hard work and dedication to this goal.

Sincerely,

A handwritten signature in black ink, appearing to read "E. Mitchell Roob Jr.", with a stylized flourish at the end.

E. Mitchell Roob Jr.,
Secretary
Family and Social Services Administration

cc: CCDF consultants